

EXHIBIT 1

facts pertaining to the cost

The following ~~records of cost~~ ^{PROBABLY} of storing records and the equipment used is presented in order to bring home more emphatically the necessity of setting into operation a systematic record screening and retirement schedule.

COSTS OF STORING RECORDS AS OF MARCH 1950

The following figures include expenses incident to heating, lighting, guard and cleaning service, maintenance et cetera.

A file cabinet occupies on an average of 6 square feet including normal aisle space and the annual cost ranges from \$3.00 to \$24.00 each with an average of \$15.00.

CABINET COSTS AS OF JUNE 1952

File cabinet, letter size, four drawer w/ \$210.31
3 way combination lock

File cabinet, legal size, four drawer w/ \$235.00
3 way combination lock

File Cabinet, punch card- 10 drawers- \$110.00
20 trays, steel w/ key lock

File cabinet, punch card- 8 drawers- \$325.00
16 trays, steel w/ 3 way combina-
tion lock